



4th Annual "Cherish the Children"
The Ultimate Fantasy Auction
Tuesday, May 2, 2006



In support of the Michigan Children's Trust Fund

Breslin Student Events Center, Main Arena

(on the campus of MSU, East Lansing)

5:00 p.m. Doors Open & Silent Auction Begins

Volunteer Application

(Please print clearly or type)

Name _____

Agency/Affiliation _____

Address _____

City, State & Zip _____

Phone H _____ W _____ Fax _____

Email _____

(Email address is mandatory)

Have you volunteered for this event before? ☐ yes ☐ no

If yes, in what capacity? _____

Volunteers will work in teams at the event. Please indicate your first and second team choice, from the list below. Each team will have a team leader. The team leader will take the lead at the event to ensure the responsibilities of their team are met. Please indicate if you are willing to be a team leader. If you are selected as a team leader, you will be contacted by March 31st.

Please BE SURE to select a training date from the list provided at the bottom of this application. Training is strongly recommended. Thank you.

(Indicate 1st & 2nd choice from the following list)

_____ **Pre-event**: Pre-event volunteers will work individually at the CTF office prior to the event, between 8:00am–5:00pm, during the months of March and April. Tasks include follow-up phone calls to auction donors, preparing bid sheets, packaging auction items, preparing gift certificates, preparing silent auction display stands, etc. Please indicate the dates & times you are available and you will be contacted to arrange this volunteer opportunity.

Dates: _____ Times: _____

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_____ **Site Set-up Team**: This team will be responsible for displaying auction items on-site, including bid sheets, pens, signs throughout the property, and any additional site set-up needs as determined. Members of this team need to be available Monday afternoon, May 1st and Tuesday, May 2nd.

☐ Yes, I am interested in being the team leader for the "Site Set-up Team"

Continue to indicate your first and second team choice from the following:

_____ **Greet & Escort Team**: This team will greet guests as they arrive and escort them to the check-in area. The primary responsibility of this team, while escorting guests, will be to review “the flow of the auction”. This will include: guest check-in/out, gift distribution, the location of restrooms, coat racks, food stations, bars, silent auction tables, etc. A “flow of the auction” will be provided prior to event.

☐ Yes, I am interested in being the team leader for the “Greet & Escort Team”

_____ **Check IN/OUT Team**: This team will check guests in and out. Must be comfortable handling money, credit card information, etc. and working under pressure. This team will record the winning bid # on bidder records and print receipts.

☐ Yes, I am interested in being the team leader for the “Check IN/OUT Team”

_____ **Guest Services Team**: This team will assist guests in locating their assigned table. After guests are seated, members of this team will float throughout the event to answer questions, provide guest services, and assist event coordinator and the CTF staff as needed.

☐ Yes, I am interested in being the team leader for the “Guest Services Team”

_____ **Silent/Live Auction Team**: Members of this team will remain at silent auction tables throughout the silent auction to address guests’ questions, close their respective section on time, collect the bid sheet, etc. This team will transport auction items to the Gift Distribution area. This team will assist in Live Auction, as needed, running bid #'s to check In/Out station.

☐ Yes, I am interested in being the team leader for the “Silent Auction Team”

_____ **Gift Distribution Team**: This team will sort auction items, delivered by the Silent/Live Auction Team, and prepare for gift pick-up. This team will package gifts and assure that the correct items are given to the winning bidder. Prior to guests picking up their auction items, this team will assist Silent/Live Auction Team as needed.

☐ Yes, I am interested in being the team leader for the “Gift Distribution Team”

_____ **Event Closure Team**: This team will assist guests in carrying auction items to their cars, as needed. This team will clean up the event area, packaging materials to be picked up the next morning by Two Men and A Truck. This team will assist in whatever is necessary in bringing closure to the evening.

☐ Yes, I am interested in being the team leader for the “Evening Closure Team”

Training Dates:

Training will be held at the Breslin Center, East Lansing Michigan in Meeting Room B & C. Please select one of the following training dates and time:

☐ Wednesday, April 12 – 5:00 – 7:00 p.m.

☐ Thursday, April 13 – 2:30 – 4:30 p.m.

Your willingness to volunteer for the 4th Annual “Cherish the Children” the Ultimate Fantasy Auction is greatly appreciated....your time and energy is truly a gift to Michigan’s children and families!

Thank you for returning this form by **March 20, 2006**

Children’s Trust Fund, Attn: Sylvia Brown Jones, 235 S. Grand Ave., Ste. 1411, Lansing, MI 48933 Fax Responses: 517-241-7038 Phone or E-mail Questions: 1-800-CHILDREN/Brown-jones@michigan.gov
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